

Athena Cates
17593 zeno ct
Brighton Co
720-487-6783

Qualifications

I have 7 years office experience

I can use most all computer program's

I can answer multiple phone lines

accounts payable and accounts receiving

Skills

Good typing skills

Fair accounting skills good with math

can learn new things quickly and efficiently

Can do more then one task at a time

Related experience

Bargen auto center Montrose Co 2007-2008 office assistant

Boom Boom care toons and auto repair Montrose Co 2009-2010 Office assistant

Mikes auto repair Montrose Co 2010-2011 Office assistant

F.R.S.I Auto Repair Grand Junction Co 2012-2014 Office assistant

24-7 Intouch call center Aurora Co. 2016-2017 Answering phones and emails

Legacy Diesel Preventive Maintenance
Watkins Co. 2017-2018 Office assistant

Education

GED 2 years business Phoenix university

